

**CITY OF SAN JOSE**  
**ASSOCIATION OF MAINTENANCE SUPERVISORY PERSONNEL (AMSP)**  
**BENEFIT & COMPENSATION SUMMARY**  
**JULY 1, 2005 – JUNE 30, 2007**

**WAGES**

- Each employee shall receive a general wage increase of 1.50% effective July 3, 2005.
  - Each employee shall receive a special salary adjustment of 0.40% effective July 3, 2005.
  - The classification of Supervisor of facilities shall receive a special salary adjustment of 5.00% effective July 3, 2005.
  - The classification of Principal Water Systems Technician shall receive a special salary adjustment of 5.00% effective July 3, 2005.
- Each employee shall receive a general wage increase of 3.75% effective July 2, 2006.

**OVERTIME COMPENSATION**

Hours assigned and worked in excess of forty (40) hours per week shall be compensated by overtime pay or compensatory time at 1.5 times the hourly rate for the number of overtime hours worked. Overtime shall be paid at two (2) times the hourly rate for the number of hours worked beyond twelve (12) consecutive hours. The employee shall request, and the City shall have the option to approve or not approve, overtime compensation in the form of overtime pay or compensatory time.

**STANDBY AND CALLBACK PAY**

Employees earn one (1) hour of overtime for pay or compensatory time off per eight (8) hour shift of standby duty. When called back to work, employees earn a minimum of three (3) hours of callback pay in addition to the one (1) hour of standby compensation for the eight (8) hour shift.

**SHIFT DIFFERENTIAL**

To be eligible for payment of Shift Differential, an employee must be assigned to an on-going, regular shift of eight (8) hours or more which is regularly scheduled to start between the hours of:

- 2:00 p.m. and 11:59 p.m. (i.e. swing shift)
- 12:00 midnight and 5:59 a.m. (i.e. graveyard shift)

If the employee's shift starts within the time period defined above and the employee works a minimum of two (2) hours within that time period, the employee shall be compensated with Shift Differential for the entire shift.

If the employee's shift starts within the time period defined above and the employee works less than two (2) hours within that time period, the employee shall be compensated with Shift Differential for the number of hours work actually performed within that time period.

### **BILINGUAL PAY**

An employee who is required to use a non-English language on a regular basis may be eligible to receive a bi-weekly payment of \$29 for oral only bilingual or \$40 per pay period for oral/written translation. Employee must be certified as bilingual by the Employee Services Department.

### **MANAGEMENT PERFORMANCE PROGRAM (MPP)**

The Management Performance Program is an employee evaluation system that provides performance based wage increases in addition to the negotiated general wage increases.

Each employee who is not already at top step may be eligible to receive a performance based increase for the rating period. Each employee is eligible to receive up to forty (40) hours additional executive leave in recognition of outstanding performance as part of the annual performance evaluation Please refer to City Policy Manual (CPM) Section 4.02 for additional information.

### **PROFESSIONAL DEVELOPMENT PROGRAM (PDP)**

Effective July 3, 2005, each eligible employee may be reimbursed for 100% of expenses incurred, up to \$500 per fiscal year (July 1 – June 30) for the purchase of textbooks, college accredited courses, non-college accredited courses, continuing education units, adult education classes, workshops, seminars, memberships in professional associations, professional licenses and professional certificates which are either related to or beneficial for the employee's current position, or related to or beneficial for a lateral transfer, promotion or other career opportunity within City service. Please refer to CPM Section 5.02 for additional information.

### **PROFESSIONAL MEMBERSHIPS**

Each employee is eligible for reimbursement for membership fees or dues paid for the maintenance of a license required to perform employee's job and for dues paid for membership in one (1) additional job-related professional association.

### **RETIREMENT**

Full-time eligible employees are members of the Federated City Employees' Retirement System. Currently, the City contributes 17.12% of base salary to the employee's retirement fund, and the employee contributes 6.06% of base salary.

The Federated Retirement System provides eligible employees with a monthly allowance as well as medical and dental benefits dependant upon years of service. To be eligible to receive a monthly allowance, the employee must have been employed with the City for a minimum of five

(5) years and be at least fifty-five (55) years of age. The Federated Retirement System provides eligible employees with medical benefits after fifteen (15) years of service and dental benefits after five (5) years of service. To review other eligibility options available, refer to the Federated Handbook. The monthly retirement allowance is based on the following formula:

Years of Service x 2.5% x Final Compensation = Monthly Retirement Allowance.

The maximum retirement benefit a retiree may receive is 75% of their final compensation.

*Note: Final Compensation is the highest average monthly salary during 12 consecutive months.*

See the Federated Retirement Handbook for plan details.

*Part-time and temporary employees **are not eligible** for membership in the City's retirement system, but participate in the "PTC" plan in lieu of Social Security wherein the City and the employee each contribute 3.75% of gross income to a defined contribution retirement account.*

## DEFERRED COMPENSATION PLAN

To supplement retirement income, employees may put aside a percentage of gross taxable income up to a maximum set by Section 457 of the IRS code and have that money placed in investments on a tax-deferred basis.

Please contact Employee Services, Deferred Compensation Division for the current maximum amount that may be deferred.

Assets under this plan are available only upon retirement, separation from City service, or death. Additional contribution options are available to employees age 50 and older and those within three (3) years of retirement.

## HEALTH INSURANCE\*

Each employee may select from one of three available plans. The City pays 90% of the cost of the lowest priced plan for the employee or the employee and dependent coverage and the employee pays 10% of the premium for the lowest priced plan up to a maximum of \$25 per month.

Effective the first pay period of payroll calendar year 2006, the City pays 90% of the cost of the lowest priced plan for the employee or the employee and dependent coverage and the employee pays 10% of the premium for the lowest priced plan up to a maximum of \$50 per month.

Effective the first pay period of payroll calendar year 2007, the City pays 90% of the cost of the lowest priced plan for the employee or the employee and dependent coverage and the employee pays 10% of the premium for the lowest priced plan up to a maximum of \$100 per month.

If the employee selects a plan other than the lowest priced plan, the employee pays the difference between the total cost of the selected plan and the City's contribution towards the lowest priced plan.

The three available plans are described in detail in the City of San Jose Employee Benefits Handbook and in pamphlets available in the Employee Services Department.

### **DENTAL INSURANCE\***

The City will provide dental insurance for eligible employees and their dependents in accordance with one of the two available plans. Both of these plans are described in detail in the City of San Jose Employee Benefits Handbook and in pamphlets available in the Employee Services Department.

For full-time employees, the City pays 100% for the employee or employee and dependent coverage.

Effective the first pay period of payroll calendar year 2006, the City pays 100% of the lowest priced plan for the employee or employee and dependent coverage. For any other plan, the City will pay 95% for the employee or employee and dependent coverage.

### **HEALTH AND DENTAL IN LIEU**

The purpose of the payment-in-lieu of health and/or dental insurance program is to allow employees who have alternative health and/or dental insurance coverage to drop the City's insurance and receive a payment in lieu.

An employee may choose, during open enrollment or within thirty days of a qualifying event, to drop health and/or dental coverage and receive a payment in-lieu equal to one-half of the City's contribution toward health and/or dental coverage. To qualify, the employee must prove acceptable alternate group coverage and work 35+ hours/week.

### **VISION CARE**

The City will contribute towards vision care benefits for eligible full-time employees up to \$16 per month.

### **FLEXIBLE SPENDING ACCOUNTS - MEDICAL/DEPENDENT CARE**

The City participates in Dependent Care Assistance and Medical Reimbursement Programs. Under these programs, employees may put aside up to \$5000 in pre-tax income to pay for eligible dependent care and may set aside up to \$2500 in pre-tax income for eligible medical care.

### **LIFE INSURANCE**

The City shall pay the full premium for employee coverage equal to two (2) times the employee's annual salary. Additional employee coverage equal to two (2) times the employee's annual salary is available at employee cost. Dependent coverage of \$10,000 for spouse and/or dependent children is also available at employee cost.

*Part-time employees **are not eligible** for this benefit.*

## **OPTIONAL BENEFITS**

Optional benefits are available for employee, spouse/domestic partner\*\* and children at employee expense. These optional benefits include but are not limited to:

- Personal Accident Insurance
- Long Term Care Insurance
- Commute Assistance Program

Please contact the Employee Services Department for further information.

## **LONG-TERM DISABILITY**

Employees have the option to purchase long-term disability insurance which will subsidize their income in the event of a non-work related injury or illness, after the first thirty (30) days of said injury or illness. The City does not participate in the State Disability Insurance plan. Therefore, if an employee suffers a non-work related injury or illness and is unable to work, the employee would not receive any compensation. Employees must use accrued leave balances to receive compensation during the thirty (30) day waiting period when using the long-term disability benefit.

## **EMPLOYEE ASSISTANCE PROGRAM**

The City recognizes that professional counseling is an important benefit to assist employees in resolving personal and family issues which may otherwise affect the employee's job performance and well being. Through the EAP, licensed counselors are available to help employees resolve issues and identify strategies for coping with difficult situations.

The City will provide up to five (5) counseling sessions per incident per fiscal year at no cost to the employee.

*Part time employees **are not eligible** for this benefit.*

## **SUBSTANCE ABUSE PROGRAM**

It is the policy of the City to maintain a safe, healthful and productive work environment for all employees. The City will act to eliminate any substance abuse which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or tends to undermine public confidence in the City's workforce.

The Substance Abuse Policy prohibits employees from reporting to work under the influence of alcohol or drugs, exhibiting symptoms of alcohol or drug use, using, possessing, selling or providing drugs or alcohol while on duty, and employees shall not have their ability to work or be on paid stand-by impaired as a result of the use of alcohol or drugs. Additionally, employees are required to notify their supervisor when any medication or drug they are taking could create an unsafe and dangerous situation. Employees may be requested to submit to a drug and/or

alcohol analysis when there is reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol.

The City offers self-referral and rehabilitation/treatment options for employees that may be experiencing a problem with alcohol and/or drug use. The City pays 70% of a first occurrence rehabilitation program and the employee pays 30% as approved by the Employee Assistance Program (EAP).

Please refer to CPM Section 3.06 for complete policy.

*The Substance Abuse Policy applies to all employees, however Part-time employees **are not eligible** for the Employee Assistance Program benefit.*

## HOLIDAYS\*

Full-time employees receive fourteen (14) paid holidays which include:

New Years Day	Columbus Day
Martin Luther King Day	Veterans Day
Presidents' Day	Thanksgiving Day
Cesar Chavez Day	Day After Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Years Eve Day

## VACATION

Vacation accrues at the following rates for each paid hour (either worked or paid absence):

Years of Service	Hourly Rate	Annual Hourly Accrual (Full Time)
1 – 5	.05875	120 hours
6 – 14	.07750	160 hours
15+	.09625	200 hours

Vacation may not be taken until the employee has been employed for at least thirteen (13) bi-weekly pay periods. If an employee separates from City service prior to completing thirteen (13) bi-weekly pay periods, the employee is ineligible to receive payment for any vacation balance.

The current vacation carryover limit is 240 hours.

Employees will continue to accrue vacation at the current rate in accordance with their years of service. Effective the first pay period of payroll calendar year 2007, employees may only accrue vacation up to a maximum of two (2) times their annual accrual rate. Once an employee reaches their maximum accrued vacation limit, the employee will not accrue vacation until their vacation balance falls below the maximum limit.

Employees who currently have accrued vacation balances that are in excess of the limits below, will maintain their current balance, however they will not accrue vacation until their balance falls below the maximum limit.

<b>Years of Service</b>	<b>Maximum Accrued Vacation</b>
1 – 5	240 hours
6 – 14	320 hours
15+	400 hours

Effective the first pay period of payroll calendar year 2007, employees' paychecks will reflect actual accrued vacation balances.

## **VACATION SELLBACK**

Once per payroll calendar year (normally in November), employees may sell back up to eighty (80) hours of earned, unused vacation if employee took five (5) consecutive days of vacation and/or holiday leave the previous year.

Effective the first pay period of payroll calendar year 2006, employees may elect to sell back vacation up to four (4) times per year, not more than once per quarter, for a maximum sell back of eighty (80) hours of accrued vacation per year.

Please refer to CPM Section 6.09 for complete policy guidelines.

## **PERSONAL LEAVE**

Each eligible full time employee is entitled to sixteen (16) hours of Personal Leave per payroll calendar year. Eligible employees hired on or after July 1<sup>st</sup> shall be entitled to eight (8) hours of Personal Leave in the first payroll calendar year of employment.

Part Time: Each benefited part-time employee shall be entitled to eight (8) hours of Personal Leave per payroll calendar year. Eligible part-time employees hired on or after July 1 shall be entitled to four (4) hours of Personal Leave in the first payroll calendar year of employment.

Unused leave for both Full Time and Part Time employees does not carry over from year to year.

## **SICK LEAVE**

Paid sick leave accrues at a rate of .04616 for each paid hour (either worked or paid absence). For a full-time employee, this equals approximately one (1) day per month.

Accrued sick leave may be used for the care related to the illness or injury of employee's child, mother, father, spouse, or domestic partner\*\*.

Up to a total of 48 hours of accrued sick leave per calendar year may be utilized if the employee is required to be absent for the care related to the illness or injury of the employee's grandchild, brother, sister, father-in-law, mother-in-law, step-father, step-mother, or step-child.

## SICK LEAVE PAYOUT

Members of the Federated Retirement System who retire with at least fifteen (15) years of service are eligible to receive, upon retirement, payout for a portion of their unused earned sick leave at the rate of:

Accrued Sick Leave Hours	Sick Leave Payout
0 – 399 Hours	50% of final hourly rate
400 – 799 Hours	60% of final hourly rate
800 – 1,200 Hours	75% of final hourly rate

If employee's balance is greater than 1,200 hours, employee is also eligible for a payout of 75% of the value of sick leave in excess of 1,200 hours that is earned but unused during the 2 years prior to retirement. Employees with an available sick leave balance greater than 1,471 hours may use up to 40 hours of sick leave per year during each of the 2 years prior to retirement without being counted as used time for purposes of calculating the payout benefit beyond 1200 hours.

*Part-time employees **are not eligible** for this benefit.*

## MILITARY LEAVE

Persons employed by the City continuously for one year prior to engaging in active military duty for training may take paid military leave for up to 30 calendar days per fiscal year. Please refer to CPM Section 6.02 for additional information.

## DISABILITY LEAVE

If required to be absent from work due to a work related illness or injury, employees may receive a supplement which, when added to the Workers' Compensation Temporary Disability, equals 85% of the employees' base salary, up to a maximum of nine (9) months (274 days or 1560 hours if used intermittently).

*Part-time employees **are not eligible** for this benefit.*

## LEAVES OF ABSENCE

Unpaid leaves of absence may be granted for up to twelve (12) months, with possible extension of up to six (6) months. (Employees on unpaid leave may continue their insurance benefits by paying full premiums.) Please refer to CPM Section 6.01 for program details.

## BEREAVEMENT LEAVE

Each full-time or benefited part-time employee shall be granted bereavement leave with full pay for up to forty (40) hours to attend to the customary obligations arising from the death of any of the following relatives of such employee or employee's spouse or employee's domestic partner\*\*.



All leave must be used within fourteen (14) calendar days following the death of an eligible person. Under extreme circumstances, the fourteen (14) day requirement may be waived by the Director of Employee Relations. The decision of the Director of Employee Relations shall be final with no process for further appeal.

- Parent/Step parent
- Spouse/Domestic partner\*\*
- Child/Step child
- Brother/Sister
- Step Brother/Step Sister
- Half Brother/Half Sister
- Grandparent/Step-grandparent
- Grandchild
- Great grandparent
- Son/daughter in-law
- Brother/sister in-law

## **TIME DONATION PROGRAMS**

The City has Time Donation Programs, which allow employees to donate accrued vacation to fellow employees under special circumstances. An employee must meet the criteria established under the Time Donation Policy to receive time donations.

Please refer to CPM Section 7.01 for program details.

*\* Reimbursement/contribution is prorated for part-time employees based on hours scheduled:*

- 30 – 39 hours = 75%
- 25 – 29 hours = 62.5%
- 20 – 24 hours = 50%
- Less than 20 hours = none

*\*\*A domestic partner, as referenced in sections above, must be the domestic partner registered with the Employee Services Department.*